

880002/19/05*Revised*

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: REAL PROPERTY ASSISTANT

DEFINITION

Under general supervision, to perform a wide variety of entry level para-professional, technical and administrative office and field duties in the support of real property activities; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This class is a para-professional class in which incumbents with advanced administrative support skills perform increasingly complex para-professional, technical, financial and administrative tasks which are typically in support of a Real Property Agent or an assigned specialized function. As experience is acquired, the incumbent performs with increasing independence. Together with continued academic preparation, duties performed as a Real Property Assistant are considered preparatory and experiential in terms of career development towards entry into the professional class of Real Property Agent.

REPORTS TO: Supervising Real Property Agent

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervising Real Property Agent. May exercise lead direction on a project basis over administrative support staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Provide administrative and para-professional support to Real Property Agents in all real estate matters including acquisition, sale and lease of City holdings and real property the City wants to acquire, lease or gain entry to.
- Process Right of Entry agreements.
- Assist with budget preparation and budget control.
- Develop and maintain a comprehensive and computerized data base.
- Maintain real property inventory database and map.
- Collect situs information from various departments, divisions, and from outside agencies.
- Assist in the inspection of properties for compliance with lease agreements, and to gather owner/tenant and zoning data.
- Research and identify licenses, leases, easements and encumbrances impacting real property interests.
- Prepare and maintain a possessory interest inventory and prepare corresponding reporting obligations.
- Monitor certificates of insurance and ensure compliance with agreements; monitor and update quarterly reports and expiration dates.
- Assist in the preparation of reports and agenda items; compile and analyze data on a variety of assigned projects; compile and maintain status reports on assigned divisional activities.

- Assist in the coordination and preparation of presentations.
- Maintain records of properties within and outside the City limits.
- Prepare payments of applicable property taxes.
- Respond to complaints and requests for information; refer complex or technical requests to appropriate staff.
- Process weed abatement notices, code enforcement liens and notices of default.

QUALIFICATIONS

Knowledge of:

- Principles of real estate and public administration practices.
- Municipal functions and organization.
- Research techniques, methods, and procedures.
- Maps, real property records, title reports, and familiarity with legal descriptions.
- Standard office equipment.
- Personal computer operation and software applications.

Ability to:

- Plan, research, assemble, organize, analyze, interpret and draw sound conclusions from factual data.
- Perform responsible and complex work with accuracy, speed and initiative.
- Communicate clearly and effectively, orally and in writing.
- Exercise resourcefulness on addressing and resolving problems.
- Establish and maintain effective working relationships with other employees and the general public.
- Operate standard office equipment including a personal computer and applicable software programs.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to an Associate's Degree from an accredited college or university with specialization in business administration, economics, real estate or a closely related field.

Experience: Two years of advanced administrative support experience in maintaining and researching specialized records preferably in the area of real property.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Real Property Assistant

TO: Real Property Agent